Nashville State Community College
Healthcare Professions
Surgical Technology
Master Syllabus

SURG 2199 Special Topics in Surgical Technology

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course information:

Course Title: Special Topics in Surgical Technology
Credit hours: 1

Class hours: 1

Course Description:

This course focuses on familiarizing the Surgical Technology student with the National Certification Exam, issues around professional certification in the workforce, test-taking skills and strategies, and self-reflection to prepare for taking the National Certification Exam. Pre- Requisites: Acceptance into the Surgical Technology program and minimum grade of "C" in surgical core coursework. Co-Requisites: SURG 2321, SURG 2330, SURG 2201, SURG 2302.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:
Instructor Zoom Room link:

Course Delivery Method

On-Campus:

Required Textbook(s) & Other Materials:
Textbook(s):
ISBN:
Reference Materials:

Course Outcomes: At the end of the term, this is what you should know and/or be able to do **demonstrate knowledge of**:
1. General structure and content of the National Certification Exam
2. Workforce and employment standards especially related to national certification

3. Self-diagnosis of learning and test-taking skills and strategies.
4. Achieve standard of practice necessary to pass the National Certification Exam

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- The student will demonstrate knowledge of the content and structure of the National Certification Exam
- The student will demonstrate knowledge of the role of a Surgical Technologist in the workforce.
- The student will demonstrate knowledge of the role of national certification in employment.
- The student will demonstrate the ability to assess his/her knowledge of the content found in the National Certification Exam.
- The student will demonstrate the ability to assess his/her test-taking strategies and skills on practice examinations comparable to the National Certification Exam.
- The student will demonstrate the ability to develop personal goals for improvement on the National Certification Exam based on analysis of practice testing

Topics to Be Covered:

Data Analytics Review
Analyzing/Interpreting Practice Exam #1 Results; Process for applying for certification exam; CST Question Practice
Test-taking strategy activity; 5 Rules of Test-taking (SURG 2321 Test 1 Results)
Test-taking strategy activity; 5 Rules of Test-taking (SURG 2321 Test 2 Results)
Analyzing/Interpreting Practice Exam #2 Results; 5 Rules of Test-taking; CST Question Practice
CST Question Practice
Analyzing/Interpreting Practice Exam #3 Results; 5 Rules of Test-taking (SURG 2330 Test 5 Results); CST Question Practice
5 Rules of Test-taking (SURG 2330 Test 6 Results); CST Question Practice
Analyzing/Interpreting Practice Exam #4 Results; CST Question Practice

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Cengage Certification Exam Style Practice Quizzes, online
- Lange Assignments- CST exam review questions
- Board Vitals CST practice exams

Grading Policy:

Graded Item	Percentage
CST Prep Assignments (Cengage/Lange)	65%
CST Practice Exams- 4 (Board Vitals/D2L/Cengage)	10%
Analyzing My Practice Exam Results- 4	5%
Midterm Exam	10%
Final Exam	10%
TOTAL	100%

Classes must be completed with a C (75%) or higher to count toward the Surgical Technology or the Central Processing Technology Programs.

Grading Scale:

Letter Grade	Percentage Range
A	93-100%
B	84-92%
C	75-83%
D	66-74%
F	65% and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Coursework will be carried out as a class at the time specified on the schedule unless other arrangements are made PROR TO the regularly scheduled time. If a student fails to complete coursework without making such arrangements, the score for that work will be recorded as ZERO.

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.
See the Code of Conduct and Code of Ethics in your Orientation Manual for the Surgical Technology Program for more details.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the RAVE app (https://www.getrave.com/login/nscc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring can assist you beyond the classroom to help you make the most of your college education.

- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings
You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy